

STATE OF MARYLAND JUDICIARY Administrative Office of the Courts REQUEST FOR PROPOSALS (RFP) District Court Howard County Restroom Renovations Project #6287

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to construct an interior restroom in Judges' Chamber # 5 office at the Howard County District Court located at 3451 Courthouse Drive, Ellicott City, Maryland 21043.

1. Scope of Work, General

Work shall be performed in accordance with the attached specifications, architectural plans, building code data, general notes, floor and ceiling plan drawing, and electrical plans.

Plans were produced by a Professional Architectural firm and are attached as detailed on **Attachment B, Architectural Plans**. Contractor may not communicate directly with the Architect unless otherwise directed by the Procurement Officer.

2. Contractor Mandatory Qualifications

Contractor assigned to this project must be licensed and have at least three years of experience in construction, renovation and similar jobs working in commercial offices. Any subcontractors must be licensed. Electrical work must be performed by a licensed electrician.

Background Checks:

Selected contractor shall furnish to DC's Manager, a minimum of ten days prior to commencement of work, a completed Maryland Department of General

Services/District Court Authorization of Release of Information Form for each person entering the facility for this project. Background checks will be performed.

• Acceptance/Punch List/Completion Requirements:

The District Court Project Manager (DCPM) reserves the sole right to determine acceptable/unacceptable work. A pre-acceptance walkthrough shall be conducted with the District Court's Project Manager and the Contractor. Contractor must complete repair of punch list items within 20 days of walkthrough at no additional cost to the AOC. Final acceptance shall occur upon satisfactory completion of all repairs.

3. Contractor's Scope of Work, Specifics

- All labor, materials and supervision to construct a restroom in existing office.
- Building of walls and finish work
- Changing/modifying ceiling tiles and lights
- Electrical work that includes separating light switch and installation of electric outlets.
- Painting, installation of flooring (tile or vinyl) and cove base. Painting shall be a minimum of two coats of name brand zero VOC latex paint to match existing.
- Ceiling tiles shall match existing and be approved by DCPM
- All work shall be scheduled in advance by the DCPM
- Work Hours work shall be performed after hours, evenings and weekends.
- All clean up and removal of debris

4. District Court's Responsibilities

- District Court shall provide access to the site, schedule work, answer questions and assist in identifying punch list items.
- District Court reserves the sole right to approve, reject or revise any proposed materials and shall approve all colors and finishes.
- District Court shall approve all work plans, schedules and work hours.
- All work shall occur during evening or weekend hours. The installation plan and times must be approved, in advance, by the DCPM.

5. Location:

Judges' Chambers Howard County District Court 3451 Courthouse Drive Ellicott City, Maryland 21043 **6.** (**MANDATORY Walk-Through and**) Pre-Proposal Conference will be held on **Tuesday, May 23rd, 2017, beginning at 10:00AM at** Howard County District Court, 3451 Courthouse Drive, Ellicott City, Maryland 21043. Attendance at the Conference is mandatory, in order to facilitate better preparation of proposals.

7. Contract Type

The resulting contract shall be for Fixed Price.

8. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin **June 1**st and extend for a period of three (3) months until work is complete and accepted, unless the Contract is terminated earlier as provided herein.

9. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

April Molley

Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone 410, 260, 1582

Telephone: 410-260-1583

Email: april.molley@mdcourts.gov

10. Form of Response

Proposals must be in writing.

- a. **Part I** Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror's work plan, capabilities and experience in providing the required services, and must include a proposed time line
- b. **Part II** Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

11. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:P.M.** (local time) on Tuesday, May 30th, 2017 in order to be considered.

12. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

FOR SERVICES AS REQUIRED AND PROPOSED, \$				
Submitted by				
,	Authorized Signature		Date	
Print Name and Title				
Company Name				
Company Address				
Telephone				
Federal Tax Identification #				

Attachment B – Architectural Plans





















